



Job Opportunity

State Controller's Office

Position: Administrative Assistant I/Executive Assistant

Statewide

Location: Executive Office (Sacramento)
300 Capitol Mall, 6th Floor, Suite 621, Sacramento, CA 95814

Issue Date: August 4, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Gerard Anderson, (916) 323-3321

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion via certification listing.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5361-XXX or
051-720-1728-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the State Controller and/or Senior Executive staff members, perform a variety of duties designed to assist in the relief of administrative details with initiative, tact, and good judgement.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Gather information and prepare recommendations to the State Controller for Senior Executive(s) involved in broad areas of policy formulations and complex administrative action with responsibility for effecting recommendations;
- Assemble factual data upon which the State Controller or Senior Executive(s) can base decisions concerning the discharge of the office's mission;
- Consult with and interpret matters of policy to operating divisions;
- Use and/or manipulation software applications on an IBM compatible Personal Computer to aid in the formalization of assignments and/or communication;
- Respond to complex and frequently sensitive inquiries from taxpayers and their associations, legislators, employee organizations, attorneys, and other state entities;
- Schedule and formalize business meetings/conferences for the State Controller or Senior Executive staff members;
- Supervise assignments of administrative support staff;
- Coordinate briefings to be presented to the State Controller;

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources Bureau

300 Capitol Mall, 6th Floor, Ste 621

Sacramento, CA 95814

Attn: Gerard Anderson